

# **Call for Reports**

## **Advanced Photon Source Activity Report 2001**

**ANL-02/06**

Reports of work conducted at the APS from January 2001 through December 2001

**The submission deadline for these reports is April 22, 2002**

Reports must be submitted either via the anonymous FTP site /uar01 (see below, "Submitting Your Report"), on a 3-1/2-inch diskette, on a Zip disk, or on a CD-RW.

### **1. SUBMISSION INFORMATION**

At the top of the first report page, before the title, please include:

Submitting author's name and e-mail address

E-mail addresses for all co-authors

Report I.D. (i.e., doe1.doc, see 2. below)

Name or acronym of CAT(s) where work was conducted

Sector and beamline(s) on which work was done

Scientific Discipline (choose one):

Applied Science; Environmental/Geological Science; Biological Science, Instrumentation and Techniques, Chemical Science, Materials Science/Condensed-Matter Physics, Other (Specify)

Submissions CANNOT be accepted in pdf, ps, or any html format

Our preferred word-processing formats are Microsoft Word or WordPerfect. If you must submit a paper in LaTeX, please also fax a printout of the paper to R. Fenner at 630-252-4599.

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To submit your report files on 3-1/2-in. diskette, Zip disk, or CD-RW, mail to:

Richard Fenner

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Argonne National Laboratory

9700 S. Cass Ave.

Argonne, IL 60439.

### **2. REPORT I.D.**

EXAMPLE: First report submitted by author Jane Doe containing figures 1 and 2, and table 1.

Complete-report I.D.: doe1.doc

Figure 1: doe1F1.tif

Figure 2: doe1F2.pict

Table 1: doe1T1.eps

A second report and subsequent files submitted by the same author would be identified as doe2.doc, etc.

### **3. LAYOUT & FORMATS**

(A sample PDF file can be found at: <http://www.aps.anl.gov/alld/test/webar/ar01sample.pdf> )

#### **Section Divisions:**

Introduction

Methods and Materials

Results

Discussion

Acknowledgments

*(Use the following statement to acknowledge support from the DOE: Use of the Advanced Photon Source was supported by the U.S. Department of Energy, Office of Science, Office of Basic Energy Sciences, under Contract No. W-31-109-ENG-38. Also acknowledge support from your host CAT.)*

References

**Format:** 3 pages maximum (including any graphics/tables), Times 10 pt., single spaced on 8.5 in. x 11 in. paper: 2 columns, each 3.25 in. wide by 9 in. high (please do not number pages), indent paragraphs 1/8 in., no spaces between paragraphs.

*Use of the following will allow us to more easily process your report. Please note that the use of fonts other than Times, Symbol, or Helvetica may result in the need to identify missing or improper characters, thus delaying preparation of your paper.*

**Title:** Times 16 pt., centered, title case (e.g., Advanced Photon Source User Activity Report).

**Text & Table Fonts:** Times Roman 10 pt., justified. Special characters: Symbol 10 pt

**Caption Font:** Times Italic 10 pt.

**Fonts Within Figures:** Helvetica 10 pt.

**Author List:** First initial, middle initial, complete last name (do not use "and" before final name), with superscript number after comma: (J. Doe,<sup>1</sup> R. Brown,<sup>2</sup>)

**Author Institutions:** Institution name, city, state, and country. Preface each institution with a superscripted number matched to a superscripted number for the appropriate author.

**References in Text:** Sequential numbers in brackets beginning with [1] and placed BEFORE final punctuation, i.e., [2].

**Figure Numbers and Files:** Enter figure numbers in captions as FIG. 1., FIG. 2., etc. Figures may be embedded in the paper with figure captions, but we ask that they also be sent as separate files. For figures sent separately, please use the numbering convention described under Report I.D. If figures are NOT embedded, include figure captions at end of paper.

**Reference List and Style:** Place at the end of the report; do not indent. We prefer AIP style, preface with reference number in brackets, i.e., [1] D. K. Cinader and W. R. Burghardt, J. Polym. Sci. Pol. Phys. 40, 4196-4180 (1999).

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